



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

10-28

VACANCY ANNOUNCEMENT - RIYADH

03/15/10

OPEN TO: All interested candidates

POSITION: Administrative Assistant for Public Affairs Section, FSN-06
Position No: 100231

OPENING DATE: Monday, March 15, 2010

CLOSING DATE: COB Monday, March 29, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: * Ordinarily Resident: Position grade: FSN-06,
SR. 58,025 (Annual basic salary excluding eligible allowances).

LENGTH OF HIRE: Temporary for six months

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE A WORK PERMIT AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR EMPLOYMENT. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE AUTHORIZATION TO WORK WILL BE REQUIRED PRIOR TO EMPLOYMENT.

BASIC FUNCTION OF POSITION

Primary assistant to the Public Affairs Counselor, the incumbent manages the day-to-day running of the section, providing assistance to the Cultural Affairs Officer and Information Officer when necessary. Performs full range of support functions to include answering telephones and e-mails, drafting correspondence and collecting data for periodic reports. Maintains the Counselor's personal calendar and files as well as an integrated forward planning calendar for the Embassy and Consulates. Special emphasis on liaison with the Management Section on budget issues. Communicates daily with high-level outside contacts, as well as within the mission and the Department.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: Completion of secondary school and a minimum of two years of college.
2. **Experience**: Must have at least three years of progressively responsible secretarial experience in administrative management or similar field.
3. **Language Requirements**: Minimum of level IV English (Read/speak/write) is required.
4. **Knowledge/Other Criteria**: Must possess a thorough knowledge of State Department regulations, and policies and have the ability to regularly research answers to a myriad of questions. Must have a good working knowledge of Embassy procedures, other offices and their mission within the Embassy, and how all relate to the Public Affairs section. Must possess a thorough knowledge of standard office procedures. Must possess a good working knowledge of the government of Saudi Arabia, the Foreign Ministry, and maintain contacts within those sectors relevant to the Public Affairs section. Must be aware of and comply with local country practices and be culturally aware of colleagues' different ethnic backgrounds and cultures.
5. **Other Skills**: Critical thinking, analysis, negotiating problem solving, and other cultural interpretation. Must know general office procedures, word processing, and computer skills. Must have ability to plan work schedule independently and prioritize issues appropriately. Must be able to manage several duties consecutively and have excellent interpersonal skills. Typing level II is required.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply.**

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612);
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: HRORiyadh@state.gov

FAX: 01-488-7765

POINT OF CONTACT

Human Resources Office

Telephone: 01-488-3800 Ext. 4256

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS MONDAY, MARCH 29, 2010

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.